**Excel Project (5)**

Objective: To create an excel spreadsheet that begins to prepare you for real world budgeting. In this spreadsheet you must have 3 functions, adding, subtracting and averaging the data in the cells.

You will go on a shopping adventure today where you have $2,000 that you must spend to within $10 of the total. (Meaning you MUST spend at least $1,990 of the total, but you MAY NOT go over the $2,000 limit.) You will need 2 documents open while you work on this project, a Word document to show where you are getting your prices and products, and an Excel document that shows the pricing and money left over.

Begin by “digital shopping”, you must purchase at LEAST 10 items from any store on the internet. (You may NOT purchase tools for violence, meaning no guns, weapons, etc.) Create a list in a word document that has the product, the price, a picture and a weblink to get me directly to your “online store”. (You WILL use multiple “stores”; meaning DO NOT buy everything from Wal Mart.) Watch the video “How to online shop in Word”.

Now open an Excel spreadsheet and begin inputting your “shopping list”. Notice on the example the labels at the top of the document. (You need to set yours up just like mine.) Input the pricing in the cell next to the name of the product. Now it is time to see how much all this will cost us. (You will watch the video “How to Add Up” to learn how to do this.) This will give you the total that you have spent. It is important to do this first so we can see if we have overspent or not spent enough. If you have overspent you will need to remove some items so that you do not exceed $2,000. If you have under spent you will need to “go back to the mall” and make it so that your total is over $1,990 but under $2,000.

The next step is to see how much money we have left. Under the heading “How Much I Have” enter $2,000 underneath the heading. Watch the video “How to subtract from you $2000 to learn how to do this.)

The final step is to learn what the average price for each item works out to cost. To learn how to do this function please watch the video, “How to find the Average Cost” in the Classes folder.

**See Next Page for Assignment Rubric**

Rubric for Excel Project

Word Document is Just Like Example 5 4 3 2 1 0

Word Document has correct pricing 5 4 3 2 1 0

Word Document has active link 5 4 3 2 1 0

Excel Document has a title 5 4 3 2 1 0

Excel Document has wish list 5 4 3 2 1 0

Excel Document has prices 5 4 3 2 1 0

Excel Document has countdown from $2,000 5 4 3 2 1 0

Excel Document has Sum of all $ spent 5 4 3 2 1 0

Excel Document has average cost of wish list items 5 4 3 2 1 0

All Prices have $ signs 5 4 3 2 1 0

Ten or more wish list items 5 4 3 2 1 0

Spent within $10 of $2,000 5 4 3 2 1 0